



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Transportation General Support Services 2 Capitol Square Atlanta, Georgia 30334	Application Number <b>76-294</b>	Date Received AUG 26 1976
Application Number		Date Completed SEP - 8 1976	
2. Person to Contact John T. Kitchens		Working Title Surplus Property Officer	Telephone Number 656-5251
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>247</u> Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1970 Latest Present		5. Records Series Title (followed by title used in office, if different) Real Property Inventory File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, equipment control, purchasing, inventory and warehouse control, general files, records management, Department Budget and Air Transportation service.			
7. Record Series Description Documents relating to:  Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  maintaining a current inventory of real property under the departments jurisdiction. <u>Real Property Inventory Form 91-403A</u> and related documents and correspondence.  Real Property Inventory Form 91-403A and related documents and correspondence.	
File is arranged:		Alphabetically by County.	
8. Monthly Reference Rate One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>?</u>		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>.10</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Admin & Legal Value
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Secretary of State
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |           |        |                                   |  |        |
|--------------------------|-----------|--------|-----------------------------------|--|--------|
| a. State Law             | See below | years. | d. Audit period                   |  | Years. |
| b. Statute of limitation |           | years. | e. Administrative need            |  | Years. |
| c. Federal law           |           | years. | f. Federal retention instructions |  | Years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Ga Act 1286, HB 626 page 672, Ga Laws 1970, Vol I requires long-term retention.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- ☐ Calendar Year; ☐ Fiscal Year; ☒ Other See Below of real then, property inventory.

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Upon sale of real property, transfer folder to inactive file. Cut off inactive file at end of each calendar year; then hold current files area 2 years, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	8/26/76		Aug 18, 1976
State Records Committee (Signature)		Date	
State Auditor/Designee 		9-7-76	
Secretary of State/Designee 		9-1-76	
Attorney General/Designee 		9-7-76	

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)